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26 June 1953

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MEMORANDUM FOR: Chief, Support Staff

SUBJECT : Weekly Activity Report

ITEMS OF ADMINISTRATIVE INTEREST

1. GENERAL -

2. SECURITY -

3. PERSONNEL -

a. Clearances for [] have been coming through at an increased rate since the information [] has been forwarded to Security.

b. Releases on Mr. [] by the DTR. [] have been authorized

c. Personnel actions effecting change of funds on A&E and certain TRS personnel are being prepared.

d. All promotions passed by the OTR/CSB in June have been approved and made effective by PDC. All supervisors have been notified.

4. SUPPLY AND SERVICES -

b. A request to obtain authorization for the [] to take final action on Reports of Survey of \$100.00 or less was disapproved by the ADD/A with a note that efforts are being made to expedite issuance of a

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25 YEAR RE-REVIEW

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Regulation which will authorize [] to take such action. As a result of this disapproval, approximately 100 Reports of Survey were forwarded to the Logistics Office for final action.

c. Weekly report of utilization of [] facilities is attached. 25X1

5. BUDGET AND FISCAL -

a. Budget estimates for FY54 and 55 were reviewed with Division Chiefs in preparation for submission of Office Budget Estimates.

c. The Comptroller was requested to issue a check in payment of [] summer program.

[]
Administrative Officer, OTR

Attachment: [] Report

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